

# How to set up My Shared Circle in the Advance Care Planning tool

## Step 1:


Click [here](https://spectrum-acp.uat.vyncahealth.com/patientportal/login) to log into the Advance Care Planning tool (or type out <https://spectrum-acp.uat.vyncahealth.com/patientportal/login> into the search bar of your internet browser)

**Log into Your Account** SpectrumHealth

Email \*

  
  
Password \*  
  

Forgot your password? [Reset your password.](#)


 Vynca

## Step 2:

Click on My Shared Circle from the landing page.

[Home](#) [MY DOCUMENTS](#) [MY SHARED CIRCLE](#) [CONNECT SMART DEVICE](#) [SUPPORT](#) [FAQ](#) [More](#)

### Welcome to Your Advance Healthcare Planning



Quick Start

Let's Begin

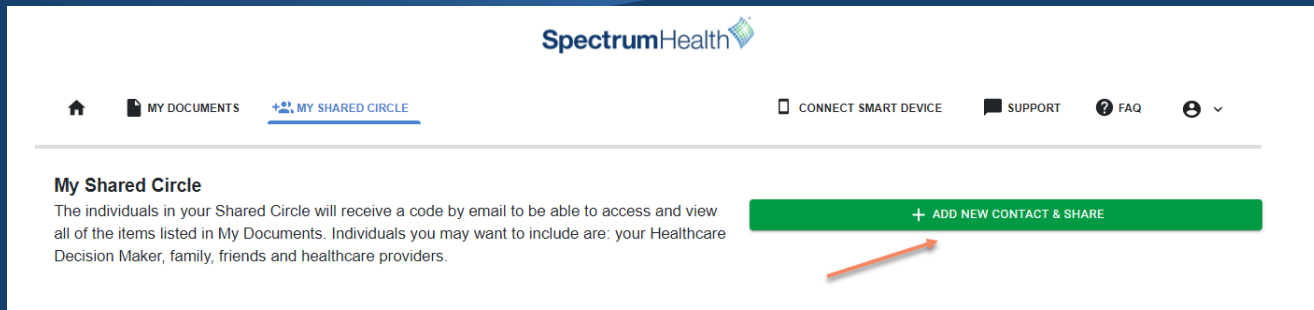
**Welcome Silly String,**

At Spectrum Health, it's important to know your goals and partner with you for health care decisions. We want to meet you where you are and make this opportunity as simple as possible.

Advance care planning is a process that enables you to decide what you want your current and future care to look like. If you are unable to make or communicate your choices, having a plan in place helps your family and care team know what matters most to you.

**Step 3:**

Click on the Add New Contact & Share button



**Step 4:**

Complete the required fields and hit submit.

\*\*\*If your contact does not appear after hitting submit, it is likely because their email address has been used to create a personal account. As a workaround, you can add "+contact" to their email address. For example, if the contact's email address is [Example@gmail.com](mailto:Example@gmail.com), you'd alter the email address to [Example+contact@gmail.com](mailto:Example+contact@gmail.com). They should now appear as a contact in your My Shared circle account.


**Step 5:**

Your new contact will now be visible. To edit or remove your contact, click on the edit button.

### My Shared Circle


The individuals in your Shared Circle will receive a code by email to be able to access and view all of the items listed in My Documents. Individuals you may want to include are: your Healthcare Decision Maker, family, friends and healthcare providers.

+ ADD NEW CONTACT & SHARE

 Silly Song  
friend

Phone  
1234567894

Email  
jderiks+9142020@gmail.com

EDIT 

**Stuck? We're here to help.**  
**Call: 616.774.7615**  
**Email: [Advancecareplanning@spectrumhealth.org](mailto:Advancecareplanning@spectrumhealth.org)**